



**November 2006
FLSA: NON-EXEMPT**

MAINTENANCE WORKER I/II

DEFINITION

Under direct or general supervision, performs a variety of work in the construction, modification, maintenance, repair and operation of City infrastructure, including streets, traffic controls and structures, storm and sanitary sewers, water and wastewater systems, parks, landscapes, and street trees; may obtain water and other meter readings; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision and/or technical and functional direction from assigned supervisory or management personnel. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

Maintenance Worker I: This is the entry-level class in the public works maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skill, experience, licenses and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Maintenance Worker II: This is the journey-level class in the public works maintenance series that performs the full range of duties required to ensure that City infrastructure, systems, and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from Senior Maintenance Worker in that the latter is responsible for technical and functional direction over lower-level utility maintenance staff and is capable of performing the most complex duties assigned to the division.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

When performing the street maintenance assignment:

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of City streets and related facilities.
- Provides for the maintenance and repairs of City streets and roadways, including shoveling and spreading asphalt in patching, painting and striping, repairing, and reconstructing streets.

- Provides installation, maintenance, and repair of traffic signs, including making signs, and installing sign posts and signs in accordance with City, State, and Federal Codes.
- Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage, including inspecting, repairing, and replacing patrol tide areas, and opening and closing tide valves along assigned routes.
- Performs a variety of weed abatement duties to eliminate hazards to vehicles and pedestrians as necessary.
- Maintains City alleys to ensure safe and efficient access for the public.
- Installs street barricades and cones to ensure safe conditions for the public and City workers.
- Maintains and repairs City parking meters.

When performing the water distribution systems assignment:

- Operates and maintains light, medium, and heavy duty equipment and trucks appropriate to the construction, maintenance, and repair of the City's water distribution system.
- Inspects water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary.
- Repairs transmission and distribution water mains, including installing parts as necessary.
- Installs and replaces water and fire services and hydrants, including installing parts, fittings, and setting up and maintaining traffic control to ensure safe traveling conditions for the public.
- Maintains and repairs fire hydrants, including performing scheduled maintenance and making any repairs.
- Performs visual checks of meter conditions and connections to ensure efficient operations, and reports damaged or non-functioning meters.
- Reads commercial and residential water meters on assigned routes, and records subsequent data in a legible and accurate manner.
- Repairs or replaces meters as necessary to ensure efficient operation, maintains complete and accurate records, and/or reports potential or existing problems to immediate supervisor.

When performing the wastewater collections systems assignment:

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of the City's wastewater infrastructure system.
- Maintains wastewater lines and pump stations to ensure continuous flow of City wastes.
- Cleans sanitary wastewater lines in the collection system by means of hydro cleaning and rodding.
- Provides installation, maintenance, and repair of wastewater mains and laterals.
- Operates and maintains the City's close circuit television system and equipment used to monitor and prevent problems in the wastewater system.
- Installs and maintains wastewater manholes, and makes minor repairs as directed.
- Inspects wastewater lines, pump stations, and manholes to ensure compliance with established codes.
- Maintains the City's wastewater collection system in a safe and sanitary manner to ensure safe conditions for the City, including repairing broken wastewater mains and parts, and hydro-cleaning to ensure clean and open distribution.
- Inspects, rebuilds, and services pumps, check valves, and floats as necessary.
- Installs new wastewater laterals and mains, including hooking up laterals for new home construction.
- Transports contaminated soils and raw sewage to designated areas for proper disposal.
- Performs asphalt and concrete repair and patch work; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.
- Installs and maintains different metering devices throughout the City's infrastructure to monitor wastewater flows; downloads necessary information onto a computer.

When performing the parks assignment:

- Performs a variety of technical landscape construction duties, including planting flowers, shrubs, and trees, pruning and repairing damaged trees, making and repairing tree wells, irrigating, mowing, and fertilizing turf, trimming and planting, fertilizing, and pruning shrubs.
- Inspects, maintains, repairs, and constructs developed and undeveloped parks, playgrounds, athletic and other related facilities and properties.
- Performs pesticide applications as required, including calculating proper amounts of pesticides, spraying parks, trails, landscapes, and street trees, and completing necessary paperwork.
- Operates specialized vehicles and heavy equipment related to the construction, maintenance, and repair of City parks, landscapes, and street trees, and related facilities, such as aerial lift trucks.
- Installs, inspects and maintains park equipment and grounds to ensure safe operating conditions for citizens, including making repairs.
- Maintains parks and landscapes in a clean and safe condition, including picking up trash and maintaining trash receptacles, and cleaning and repairing restrooms.
- Maintains park appearance, including mowing, trimming, edging, fertilizing, and watering lawns and other landscaped areas.
- Maintains the interior and exterior of park facilities, including making repairs.
- Installs and repairs irrigation equipment, including installing irrigation pipes, testing systems, and making repairs.

When performing the meter reader assignment:

- Obtains and records water meter readings from homes and/or businesses for the purpose of billing water usage, including making necessary calculations and reporting inconsistent readings to supervisor.
- Performs opening and closing of consumers' City water account by turning water on or off and recording the readings, including processing service orders from the Finance office.
- Reports water service defects and public safety hazards, including providing exception list information and reporting hazards via radio.
- Delivers notices from the Finance office to consumers such as demand for payment, high consumption, returned mail, shut off, or returned check door hangers.
- Provides information to customers, including addressing complaints and billing concerns, rereading meters as requested, and answering questions regarding leaks and meter reading.
- Performs various maintenance duties, including removing and installing meters and making minor meter repairs.

When performing all assignments:

- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones, and controls traffic around work sites to ensure safe conditions for the general public and City workers.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Responds to after-hours emergencies.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials and water service components; storm and sanitary wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts and pump systems; streets, including traffic signs, street marking, and asphalt and concrete repair; and parks, including landscape construction, street tree maintenance, irrigation, playgrounds, athletic and sports fields, and other related facilities and properties.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Perform construction, modification, maintenance and repair work on streets, water distribution and wastewater collection systems, facilities and equipment, parks, landscapes, and street trees such as found in the City.
- Operate specialized street maintenance and repair equipment and wastewater-cleaning equipment.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Maintenance Worker I and II: Equivalent to the completion of the twelfth (12th) grade.

Maintenance Worker I: One (1) year of experience of construction, maintenance or repair experience in streets and traffic, underground utilities, general construction or parks and landscapes facilities maintenance.

Maintenance Worker II: In addition to the above, two (2) years of experience equivalent to Maintenance Worker I at the City of Eureka.

License:

- Valid California class C driver's license with satisfactory driving record.
- Confined Space Certification.
- May require Fork Lift Certification.
- May require First Responder Certification.
- Other certification(s) specific to functional area of assignment may be required.

If assigned to parks maintenance:

- California Pesticide Qualified Applicators Certificate.

Maintenance Worker II:

- Valid California class B driver's license highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.